

# LOUISIANA

## FIRE AND EMERGENCY TRAINING ACADEMY

### Our Vision

*We will meet the needs of our customers and create a destination fire academy. To do this; we will create sought after and memorable student experiences with knowledgeable and professional instructors that deliver curriculum that is current and relevant - supplemented with props on and off campus that are modern, clean, functional and safe. Committed to excellence, we will embrace new technology and techniques to adapt to the changing needs of our customers. We will be known as a premier training agency across the country.*

### Our Mission

*The mission of the Louisiana Fire and Emergency Training Academy is to train, certify, and support emergency responders to safely perform basic and advanced skills through the delivery of high-quality, relevant, and accredited training curriculum developed to meet the needs of the ever-changing Fire, Rescue, and Emergency Medical industries.*

### Our Values

- L - Loyal - to those we serve and are accountable to*
- A - Attention to detail - in everything we do – seen and unseen*
- F - Fine - in service, curriculum, instruction, and administrative processes*
- E - Excellence- in innovation, instruction, training, and certification of our students*
- T - Trust- open, honest, collaborative, and transparent actions with each other and those we serve*
- A - Accountability- to each other, our leaders, our students, and all we serve*

## CANDIDATE PACKAGE – RECRUIT FIRE ACADEMY

The Fire Emergency Training Academy (FETA) welcomes you to the Recruit Academy. The fire service is unlike any other profession. Firefighters work with people at their worst times when people or loved ones are hurt or sick, their property is on fire, or they are trapped in a fire or a damaged vehicle. Daily, the news has stories of firefighters saving lives and property, often under adverse conditions. Firefighting is internationally known as an honorable and trusted profession for its selflessness and efforts to help others. Proper training, physical ability, and discipline are paramount because of the dangers involved in the profession and even in training.

The FETA Recruit Academy course is designed for entry-level firefighters and is taught under the same paramilitary chain of command used in today's fire departments. Rules and regulations are implemented in the class. Failure to follow these rules may result in a reprimand up to and including dismissal from the FETA Recruit Academy.

Most often, students are already hired by a fire department, or in some cases, they may be sponsored by a department. Individuals are allowed to take the training and certification process as "independents" on their own (Please review the "Non-Sponsored Student" section on page 3 if applicable). To enter the FETA Recruit Academy, students must be prepared to complete the FETA Physical Ability Test given on Orientation Day, which indicates the students' physical ability to enter the program. Each recruit will be put through a rigorous physical training program due to the demands of the fire service. **Therefore, FETA recommends that the recruits start a training program before attending the course.** On the orientation day, recruits must perform a one-and-one-half mile run in sixteen minutes or less. Any recruit completing this first attempt at the one-and-one-half mile run in 16:01 minutes or longer will be sent home for the day and given a second attempt the following day. If the recruit(s) fails the second attempt, they will not be allowed to start the Academy, and a full refund will be given (Please refer to page 7 for more information on the refund policy.)

The material covered in this Academy fulfills the requirements for BLS/CPR, Emergency Medical Responder, Hazardous Materials Awareness (NFPA 470, Hazardous Materials Operations (NFPA 470), Fire Fighter I and II (NFPA 1010), Vehicle Extrication, and Fire Apparatus Driver/Operator – Pumper (NFPA 1002). The material is presented at an appropriate pace. Candidates must be free of other activities to apply themselves without any unnecessary distractions. Make-up work is almost impossible, so the candidate must attend all class sessions. Certification testing will apply for certain areas listed above (please refer to page 12 for more details on the Testing Policy of the Recruit Academy.)

Homework assignments are assigned each day. The candidates are responsible for reading required assignment before the class. The instructor will administer a chapter quiz after each chapter.

- The instructors will administer weekly written tests and practical skill evaluations as necessary.
- All chapter quizzes and the three physical ability tests during the academy are averaged together.

**All recruits must maintain an overall average of 70%. If the recruit's average falls below 70% at any time, the recruit is placed on probation. The recruit will be dismissed from class if the average does not rise to 70% after the following two quizzes. Only one probation period will be allowed. A 70% GPA is required to graduate from the Recruit Academy.**

Due to the class's extensive physical and mental aspects, recruits must be in top physical and mental condition. Documentation of a physician's examination, meeting NFPA 1582, and utilizing the FETA form herein is required. This includes a release to participate in strenuous physical activities, a copy of which is included at the end of this document. All physical fitness requirements must be met.

**Tuition:** \$250 for the 18-week Academy (includes CPR/EMR)- Louisiana fire department-sponsored recruits and independent recruits

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\$450 for the EMT course (optional and beginning the week following recruit academy graduation).

## RECRUIT ACADEMY SUPPLIES & MATERIALS

### ITEMS REQUIRED BY THE CANDIDATE AT ORIENTATION

A mandatory orientation session will be held at FETA one week before the first day of class. **During the orientation, all Personal Protective Equipment (PPE) and SCBA will be inspected before the start of the program.** The candidate must have in their possession the following items when reporting for the

**Orientation:** Appropriate clothing for the Physical Ability Test (see below) and classroom attire (fire dept. uniform shirt and pants). Recruits are only allowed to start the Academy with PPE and SCBA inspected and deemed acceptable by FETA.

NOTE: Attire for the Physical Ability Testing and the Orientation session is navy blue physical fitness shorts, sponsoring fire department uniform or plain navy blue or black t-shirt (must have sleeves), sponsoring fire department issued or plain navy blue or black baseball cap suggested, white or black socks, and appropriate running shoes. Recruits must bring a spare dry uniform t-shirt, department work pants, and work boots for the orientation.

### ITEMS REQUIRED BY THE CANDIDATE ON THE FIRST DAY OF CLASS (FETA provides items 8, 9, 10 & 11)

1. **Five (5) navy long blue pants:** Uniform work pants to be worn daily. Pants Required: Navy Blue BDU style pants with pockets on the side of each leg. They can be purchased online at [www.galls.com](http://www.galls.com), [Amazon.com](http://Amazon.com), and other websites. They can also be purchased locally at Baton Rouge police supply (9530 Cortana Pl, Baton Rouge, LA 70815) or Academy Sports. See the pictures below for reference. At least three pairs of pants will be needed due to the frequency of laundering.
2. **Boots Required:** The black boots must be shine-able duty boots. A boot with a side zipper is preferred for two-minute drills but is not mandatory. Boot height is desired to be between 6" and 8". A steel toe is not required. Boots can be purchased online at [www.galls.com](http://www.galls.com), [Amazon.com](http://Amazon.com), and other websites, and can also be purchased locally at Baton Rouge police supply (9530 Cortana Pl, Baton Rouge, LA 70815) or Academy Sports. See the pictures below for reference.
3. **Duty Belt Required:** Each recruit must wear a black duty belt. These duty belts can be purchased online at [www.galls.com](http://www.galls.com) and [Amazon.com](http://Amazon.com), as well as other websites. They can also be purchased locally at Baton Rouge police supply (9530 Cortana Pl, Baton Rouge, LA 70815) or Academy Sports. See the pictures below for reference.
4. **Navy blue sweat pants and sweatshirt or navy blue shorts:** Depending on the weather, these are required for physical fitness sessions.
5. **Personal Protective Equipment (PPE):** Bunker pants, coat, boots, gloves, helmet, and protective hood that meets NFPA 1971, Protective Ensemble for Structural Fire Fighting, and a Self-Contained Breathing Apparatus with an integrated PASS device and a spare cylinder that meets NFPA 1981, Self-Contained Breathing Apparatus. These items shall be in good condition without apparent damage and must fit the recruit loosely. The SCBA cylinder must have a current hydrostatic test date; Testing is five years for steel or aluminum bottles and three years for composite bottles.
6. **Note-taking supplies:** Each student should have a two-inch three-ring binder with 100 sheets of loose-leaf paper, pencils, pens, and highlighting markers.

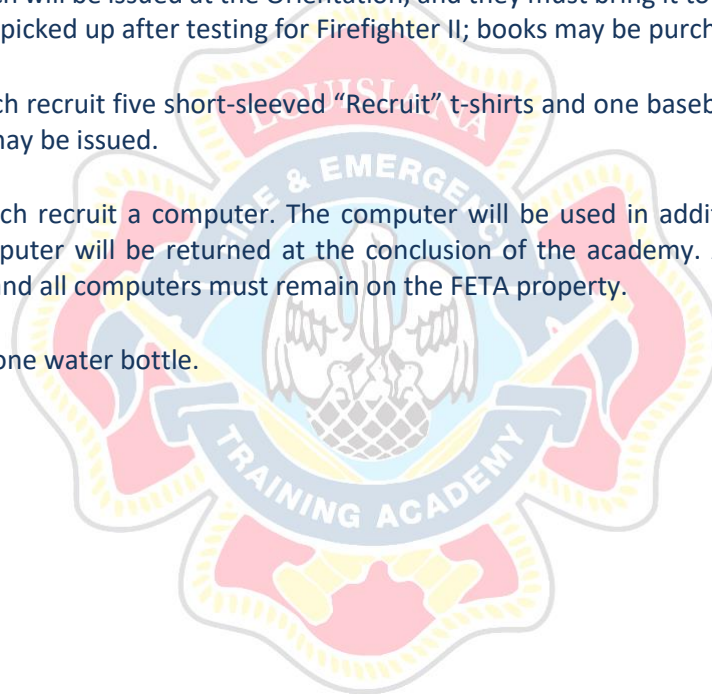
**7. Bedding (regular twin size), towels, and toiletries must be supplied and brought with the recruit.**

- Amazon Basics Lightweight Super Soft Easy Care Microfiber Sheet Set with 16" Deep Pockets - Twin, Dark Grey  
[https://www.amazon.com/dp/B00Q7OAKV2/ref=cm\\_sw\\_r\\_oth\\_api\\_i\\_GsQdFbBPPKP3T](https://www.amazon.com/dp/B00Q7OAKV2/ref=cm_sw_r_oth_api_i_GsQdFbBPPKP3T)
- Bedsure Fleece Blanket Twin Size Dark Grey Lightweight Blanket Super Soft Cozy Microfiber Blanket  
[https://www.amazon.com/dp/B06XHWP3BH/ref=cm\\_sw\\_r\\_oth\\_api\\_i\\_7nQdFbPTZWE38](https://www.amazon.com/dp/B06XHWP3BH/ref=cm_sw_r_oth_api_i_7nQdFbPTZWE38)

**\*\*HYPERLINKS ARE LISTED ABOVE\*\***

***These items must be the exact item and color listed. Sleeping bags are not allowed due to the frequency of laundering.***

8. Fundamentals of Fire Fighter Skills. The textbook is included in the course price. Each student must have the textbook, which will be issued at the Orientation, and they must bring it to class. The textbook will be a lender and will be picked up after testing for Firefighter II; books may be purchased from FETA.
9. FETA will issue each recruit five short-sleeved "Recruit" t-shirts and one baseball cap as the daily uniform. Additional items may be issued.
10. FETA will issue each recruit a computer. The computer will be used in addition to the textbook during lectures. The computer will be returned at the conclusion of the academy. All recruits must follow the computer policy, and all computers must remain on the FETA property.
11. FETA will provide one water bottle.



## RECRUIT FIRE ACADEMY - POLICIES

FETA provides instruction using the current editions of standards and guidelines set forth by the following organizations, where applicable:

- National Fire Protection Association
- Occupational Safety and Health Administration
- Code of Federal Regulations
- American Heart Association
- National Registry of Emergency Medical Technicians
- U.S. Department of Transportation/National Highway Traffic Safety Administration

Training materials are adapted from the National Fire Academy, National Fire Protection Association, Fire Protection Publications, and other fire safety and emergency response publications.

All correspondence, applications, and requests for information should be addressed to the following:

Fire and Emergency Training Academy  
6868 Nicholson Drive Baton Rouge, LA 70820  
Tel: (225) 372-6944

**Office Hours:** Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, except for official holidays.

**Time Schedule:** Academy classes will be held Monday through Friday from approximately 8:00 a.m. to 4:30 p.m. Physical training will be held before classes at 6:30 a.m. each morning. Class hours may vary each day and week due to the specific material being covered at that time; please check with the FETA Academy Chief for further details.

**Orientation:** Will be held the week prior to the first day of each Academy class. Orientation will begin in the recruit classroom at 8:00 a.m.

**Attendance:** Recruits are given a maximum of three absences. If sponsored, these absences must be approved by their Fire Chief.

**Continuing Education Unit (CEU):** An indicator used for documenting continuing education activities for those disciplines mandating a prescribed quantity of continuing education activity for continued credits; one CEU represents ten contact hours of participation in an organized, continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

**Participant Dress Code:** Participants shall wear departmental uniforms or appropriate attire that reflects professionalism and pride in the service they represent and in accordance with the class type. Black duty boots must be worn; no tennis shoes. The wearing of athletic clothing or shorts is not allowed except during physical training. FETA staff has the authority to determine whether the participant's attire is inappropriate.

**FETA Environmental Policy:** FETA continues to recognize and exercise its responsibilities to provide realistic, effective fire and emergency response training programs that have minimal effect on the environment and the community and to assure that its facilities meet and support the regulations of federal, state, and local agencies. FETA is committed to preserving a clean and safe environment. Any recruit who destroys or tampers with FETA property will be dismissed from the Academy.

**Housing:** All recruits will be provided lodging at FETA. Recruits will be allowed to move into the dorm on the evening before the start date of the Academy. Instructions regarding the time and process of moving in will be given at orientation. At the start of the Academy, recruits will be separated into shift groups following a night duty schedule.

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All recruits must go home on the weekends unless the FETA Senior Director approves staying on campus. **The facility gate will reopen from 5 pm -9 pm on Sunday. For the duration of the recruit's stay in the FETA dorm, a strict curfew of 9:00 pm will be implemented. This means that the facility's gates will be locked at 9:00 pm by on-site FETA personnel, and access will be restricted unless there is an emergency. In case of an emergency, please notify on-site FETA personnel immediately. The gates will reopen at 5:00 am. Recruits are not to enter or leave the dormitory between 11:00 pm and 5:00 am unless there is an emergency. Any violation of this policy will not be tolerated.** Our responsibility is to ensure the safety of the recruits on our property. No tolerance for a breach of the curfew policy means that a recruit can be dismissed from the academy if a violation has been found. Cameras are in place to provide proper facility coverage and ensure the safety of the candidates. Anyone needing the approval to be offsite during these “after hours” must submit a request in writing to the Academy Chief promptly.

**Food Service:** Breakfast and lunch are provided Monday through Friday.

**Transportation:** FETA does not provide transportation for students.

**Automobiles:** Vehicles are to be parked in the student area only. Keep vehicles locked at all times. FETA is not responsible for the theft of personal property.

**Telephone Calls:** Calls for students are not accepted except in emergencies. In case of an emergency, the telephone number to call at the institute is (225) 372-6944 during regular office hours (8 am – 4:30 pm).

**Lounges:** Students are required to assist in keeping classrooms and lounge areas clean.

**Visitors:** All visitors must check in at the Administration Building. Tours of FETA must be arranged in advance. No guests are allowed in the dorm at any time.

**Tobacco Products:** Tobacco product(s) use is prohibited by Recruits on the FETA campus.

**Firearms, Alcohol, Drugs, and Gambling:** All firearms, alcohol, drugs, and gambling are prohibited at the Academy. A violation of this policy will not be tolerated and will be grounds for dismissal.

**Protective Clothing Requirements:** Students or their sponsoring agency must provide protective clothing (bunker coat, pants, boots, gloves, helmet, hoods, etc.) that meets the NFPA Standard 1971: Protective Ensemble for Structural Fire Fighting. Inspection of protective clothing will precede training to ensure that equipment meets requirements. Students without appropriate protective clothing cannot participate in practical training. In addition, beards or other facial hair is not permitted where SCBA mask makes contact with the face. If eyeglasses are worn, the student shall use frames that do not pass through the seal area of the face piece. FETA has adopted the above from the current edition of the NFPA 1500: Fire Department Occupational Safety and Health Program.

**Physical Training:** Each recruit will be put through a rigorous physical training program due to the demands of the fire service. Therefore, FETA recommends that the recruits start a training program before attending the course. On the orientation day (one week before the first day of class), recruits must perform a one-and-one-half mile run in sixteen minutes or less. Recruits will be given a physical ability test on weeks 4, 8, and 12. Recruits must keep up with the pace of physical training. This affects their safety of themselves as well as the safety of those training with them. A recruit can be dismissed from the Academy if they cannot perform the mandatory physical training.

**Other Activities:** Appropriate protective clothing must be worn as noted in course descriptions or as designated by the FETA instructor.

**Climate Changes:** Each recruit should expect weather changes and prepare accordingly.

**Personal Injury & Illness:** All injuries/illnesses shall be reported to the lead instructor immediately. This includes, but is not limited to, a knee scrape or a head bump. The Recruit and Medical staff need to know about every illness/injury to make the proper accommodations. FETA is not a doctor's office. Therefore, it is up to the recruits to bring medicines and keep them secured with their possessions. For the recruit's and others' safety, prescription medications must be reported to the medical staff before starting the class.

### **No-Refund Policy**

Refunds will not be issued. Once recruits arrive, we provide shirt, books, meals, lodging, and conduct medical evaluations to ensure recruits are fit for duty. Based on these costs, we have implemented a no-refund policy for Recruit Academy.

All Academy materials, such as the student manual, laptop, and recruit shirts, shall be returned. The cost of any materials not returned will be charged the sponsoring agency or individual. Failure to maintain the passing grade point average, failing any test, and failing to meet the physical and medical requirements measured on Orientation Day will cause dismissal.

### **RECRUIT FIRE ACADEMY – PHYSICAL ABILITY TESTS**

Recruits will be given a physical ability test on weeks 4, 8, and 12 of the Academy. Starting in week 4 allows the recruit to develop stamina before the first test.

The grading scale for the physical ability tests is based on the expected progress throughout the Academy. The weighted grading scale for each area will slightly increase from weeks 4 to 8 and weeks 8 to 12. The 1.5-mile run grading scale will remain the same throughout the Academy.

**This physical ability test will measure four primary areas of physical fitness.**

- 1.5 mile run in under 16 minutes (same as orientation day)
- Push Ups completed in a 2 min period
- Planks maintained for a 2 min period
- Pull Ups completed in a 2 min period

The recruit will receive a final score for the three tests throughout the Academy. This final score will be an average of the four scores for each exercise tested. Any recruit that does not complete the minimum requirement for each exercise will be given a 60% for that specific exercise.

The final score for the three physical ability tests will be treated in the same regard as a regular Chapter quiz. This means that the grade on the physical ability test can influence the recruit's overall grade in the Academy. As mentioned, all chapter quizzes and the three physical ability tests given during the academy are averaged together. All recruits must maintain an overall average of 70%. If the recruit's average falls below 70% at any time, the recruit is placed on probation. The recruit will be dismissed from class if the average does not rise to 70% after the following two quizzes. A 70% GPA is required to graduate from the Recruit Fire Academy.

The goal of implementing a physical ability testing component is to allow the Fire Chief, Academy staff, and the recruit to monitor their progress throughout the Academy. It will encourage the recruit to strive to perform at a higher level during the physical training. The incentive is that if the recruit seeks to perform at a high level, it can benefit their academic grade. The grading system for the recruit's physical fitness score is listed below.

- Run- every 1% faster/slower than the previous run will add 5 points for a max of 3% improvement/decline or 15 points. For example, 11 minutes on orientation and 10.45 on the first retest will give that recruit a score of 20. Ten points for equaling the last run and 10 points for the 15-second improvement. 1%= 6.6 secs
- Pushups- every two pushups (improvement/decline) will add/subtract 5 points. It has to be at least two. Max of 15 points
- Pull-ups- every pull-up (improvement/decline) will add//subtract 5 points.
- Plank- 2 min, and they get 25 points. Every 10% improvement/decline will add/sub 5 points.
- Grades will go from the previous retest and not Orientation. The goal is improvement. Max is 25 points for each skill.



**VIOLENCE/HARASSMENT**

**NO TOLERANCE – IMMEDIATE DISMISSAL**

**Violence:** Any threat or act of physical violence against anyone on FETA property is prohibited. If a recruit is involved in or affected by any act of violence, it must be reported to the Academy Chief as soon as possible. If the Academy Chief is unavailable, it can be reported to a Captain of the Academy, the Senior Director of FETA, or any other administrative personnel.

**Harassment:** The use of profane, racist, sexist, age, disability, gender, religion, national origin, physical attributes, or derogatory statements directed at individuals or groups will not be tolerated. Any recruit affected by any form of harassment, whether directed at them or someone else, should report it to the Academy Chief as soon as possible. If the Academy Chief is unavailable, it can be reported to a Captain of the Academy, the Senior Director of FETA, or any other administrative personnel.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_



## RECRUIT FIRE ACADEMY - REGULATIONS

Disciplinary actions will be directly given for horseplay, curfew violations, or anything else deemed eligible by the Superintendent and Deputy Superintendent. FETA holds a No Tolerance policy against workplace harassment and violence. Any recruit that violates FETA policy will be immediately dismissed from the recruit academy. Any recruit receiving three disciplinary actions will be dismissed from the Academy. Disciplinary notices shall become part of the recruit's file, and a copy shall be sent to the Fire Chief or Training Officer. Progress reports are issued to the recruit's Fire Chief every three weeks.

- ✓ A roll call will be held each day. Recruits must be dressed in the proper uniform during the roll call. If a recruit is late reporting to roll call, it will be documented and reported, resulting in disciplinary action.
- ✓ It is the recruit's responsibility to maintain their PPE in serviceable condition. This includes cleaning the SCBA after use and hosing, brushing and/or laundering pants, coats, boots, gloves, and helmets when dirty.
- ✓ Recruits shall have appropriate PPE during all practical exercises.
- ✓ No caps or glasses other than prescription glasses are allowed in the classroom. No badges, metal, or collar insignia will be worn.
- ✓ Recruits shall be clean-shaven for the morning roll call. In no case shall beards or facial hair, which may impair the safety of the recruit or the proper operation of their SCBA, be permitted.
- ✓ Designated classrooms shall be kept clean and orderly at all times. Chairs will be placed on tables at the end of each day. Recruits shall be responsible for cleaning these areas daily.
- ✓ Upon completion of class or training exercise, all recruits shall assist in picking up the tools and equipment, thoroughly cleaning and returning them to their proper location.
- ✓ At times, recruits shall be given special work details such as washing apparatus, washing and storing hose, loading hose onto fire apparatus, and other jobs deemed necessary by the instructors.
- ✓ Recruits shall professionally conduct themselves at all times at FETA and traveling to and from the center. Recruits shall safely drive all vehicles and obey all post signs at FETA.
- ✓ Recruits shall be respectful and courteous to classmates, the staff, and all other visitors. Respect for authority shall be demonstrated at all times.
- ✓ Recruits shall greet whomever they meet as "sir" and "ma'am" or by rank or title.
- ✓ Recruits shall not sit or lay down during practical exercises or while demonstrations are being performed unless granted permission by the lead instructor.
- ✓ The class will be conducted in a formal, professional environment; no horseplay shall be tolerated.
- ✓ No electronic devices are allowed during class without the approval of the instructor.
- ✓ The lead instructor shall set lunch and break times daily. Recruits shall report to class on time.
- ✓ Recruits may only be allowed to leave FETA during work hours with permission from the lead instructor. Any recruit leaving without authorization will be considered Absent Without Leave (AWOL) and subject to disciplinary action or dismissal.
- ✓ Recruits will be considered late if they are not in their proper place in the classroom or training field according to the time specified by the lead instructor.
- ✓ PPE shall NOT be worn in any classroom or office building at FETA at any time.
- ✓ Recruits shall report any illness or absence and notify FETA by 8:00 am
- ✓ No food is allowed in the classroom during instructional periods.
- ✓ The recruit shall complete all practical requirements outlined in the NFPA standards.
- ✓ ***Cheating, plagiarism, and all forms of academic dishonesty, including the use of artificial intelligence (AI) are expressly forbidden in this class and by FETA's Policy on Academic Integrity. Academic Integrity also pertains to any physical fitness test conducted. Any cheating will immediately earn zero credit for the exam or physical fitness test administered, and FETA will pursue further disciplinary actions at the superintendent's and deputy superintendent's discretion.***

I have read the Recruit Academy policies and regulations and fully understand the FETA policies and regulations of the Recruit Fire Academy, including the mandatory physical training requirements. Recruits not meeting the above requirements will be dismissed and not allowed to graduate from the academy. They will, however, receive all credit hours obtained before dismissal. They will also be allowed to continue with all IFSAC Certifications outside the Academy, assuming they meet all applicable guidelines set forth by the FETA Certification Office. I have read and agree to comply with all of the above.

Recruit: (Print name) \_\_\_\_\_ Date: \_\_\_\_\_

Recruit: (Sign name) \_\_\_\_\_ Date: \_\_\_\_\_

### DISMISSAL & APPEAL PROCESS—RECRUIT FIRE ACADEMY

#### DISMISSAL:

A recruit may be dismissed for receiving three disciplinary actions or any single disciplinary action that violates the Recruit Academy policies and regulations, failing to perform the required activities, or failing to achieve the necessary certifications.

Based on the above, the Academy Chief shall notify the Superintendent and thoroughly investigate the cause for dismissal. The said investigation shall be reduced to writing with a recommendation for dismissal or remediation. The Center-Based Manager may recommend a dismissal to the Superintendent of FETA in writing. The center-based Manager shall notify the recruit's respective Fire Chief.

The Superintendent shall inform the recruit of their decision in writing within three working days after completing the investigation. A copy of the Superintendent's decision shall be forwarded to the recruit's department chief.

#### APPEAL:

If the recruit feels mistreated, they may appeal the decision to the Superintendent in writing within five working days. If the recruit is sponsored, this appeal must include a letter from the Fire Chief supporting the decision to appeal the dismissal. The Superintendent shall arrange a hearing within ten working days after receipt of the appeal. A Hearing Board shall be established, consisting of the Superintendent, one representative from the LA Firemen's Association, and one representative from the LA Fire Chief's Association who is not part of the training staff for the recruit in question. The Superintendent shall notify the recruit of the Hearing Board's decision in writing within three working days of the hearing. If the Hearing Board rules that the Superintendent's ruling is not justified for dismissal, the recruit will be allowed to continue the program. A copy of the Hearing Board's decision shall be forwarded to the recruit's department chief.

Recruit: (Print name) \_\_\_\_\_ Date: \_\_\_\_\_

Recruit: (Sign name) \_\_\_\_\_ Date: \_\_\_\_\_

## RECRUIT FIRE ACADEMY TESTING POLICY

Tests and measurements are a necessary element of the learning process. Any recruit failing to complete the required testing components will be dismissed from the Academy. Before graduation from the Recruit Academy, these standards must be met:

**Academic Chapter Quizzes:** The candidate must maintain an average of 70%. If the candidate's average is below 70% after the first three quizzes given, the candidate will be dismissed from the academy. After the first three quizzes, if the candidate's average falls below 70%, they will have one week to raise their average to 70% or be dismissed from the Academy. The Academy instructors give the chapter quizzes and follow guidelines set internally by the Academy Chief.

**Practical Skills Evaluations:** Periodic Practical Skill Evaluations (drill ground) will be held throughout the academy to test the essential functions of firefighting. According to NFPA 1010 Standards, if a recruit cannot perform critical tasks in firefighting at any time, the recruit may be dismissed. These skills evaluations are required for IFSAC certifications, making them mandatory for successful completion.

**Physical Fitness Tests:** At orientation, all recruits must pass the one-and-one-half mile run within 16 minutes as a condition of the Recruit Academy. One retest will be offered. If the minimum time is not met at the second retest, the recruit will not be allowed to start the Academy. Recruits will be given a physical ability test on weeks 4, 8, and 12 of the Academy. All chapter quizzes and the three physical ability tests during the academy are averaged together. All candidates must maintain an overall average of 70%. If the candidate's average falls below 70% at any time, the candidate is placed on probation. The candidate will be dismissed from class if the average does not rise to 70% after the following two chapter quizzes. A 70% GPA is required to graduate from the Recruit Fire Academy.

**AHA BLS CPR:** All recruits shall complete the American Heart Association Basic Life Support CPR course. Any recruit not meeting these requirements will be dismissed from the Academy.

**FETA Course Completion Certificates:** All recruits are required to meet the requirements of current NFPA Standards to receive FETA Course Completion documentation. Recruits shall complete all course assignments with a minimum score of 80%. Any recruit not meeting those standards shall not receive the course completion certificates.

**Hazardous Materials Awareness, Hazardous Materials Operations, Firefighter I, and Firefighter II Certifications:** All candidates must pass the Certification exams listed above. A minimum score of 70% constitutes successful completion. One retest shall be offered for each test level during the academy. Candidates failing to achieve passing scores after the retest shall be dismissed from the Academy. The FETA Certification Office has a strict certification testing policy.

The Recruit Academy must follow this policy. For more information, the Certification Office can be reached at (225) 251-6417.

Disability accommodations may be requested by following the process on the FETA website. See "Testing Accommodations" at <https://feta.la.gov/municipal-training/recruit-academy/>. Requests for accommodations for disabilities will be considered on a case-by-case basis once adequate documentation of the disability and the need for the specific accommodations requested have been provided. Accommodations that would alter essential elements of a particular program will not be granted.

Any recruit with a prior IFSAC/ProBoard, BLS, or EMR Certification may substitute those in place of FETA’s requirements, given that they meet the requirements of the FETA Medical Program and the FETA Certification Office. Any recruit granted a substitution will still be required to attend all training; it will only excuse them from the written examinations. If the recruit is sponsored, it will be up to the Fire Chief to determine if the substitution is allowed. I have read and understood the FETA Institute Recruit Academy Testing Policy.

Recruit: (Print name) \_\_\_\_\_ Date: \_\_\_\_\_

Recruit: (Sign name) \_\_\_\_\_ Date: \_\_\_\_\_

### RECRUIT FIRE ACADEMY- RECRUIT/AGENCY COMPLIANCE

(If Recruit is not sponsored, disregard this page)

I have read and fully understand the FETA policies and all regulations of the Recruit Fire Academy, including the mandatory physical training requirements, the testing policy, and the no-refund policy. Recruits not meeting the above requirements will be dismissed from the Academy and not allowed to graduate. They will, however, receive all credit hours obtained before dismissal. They will be allowed to continue with all IFSAC Certifications outside the Academy, assuming they meet all applicable guidelines set forth by the FETA Certification Office. Any further information regarding Certification can be obtained by contacting the FETA Certification Office at (225) 251-6417.

I do not object to having my grades posted. I understand that the fire department is sponsoring me in this class and that at any time, the fire chief of the sponsoring department can review my progress, including, but not limited to, any documented demerits and disciplinary actions.

I understand that all grades and evaluations are discussed with the fire chief of the sponsoring fire department.

I understand and do not object to the sponsoring fire department chief receiving a copy of all grades and evaluations, including, but not limited to, any demerits and documented disciplinary actions.

Recruit Name (print): \_\_\_\_\_

Recruit Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sponsoring Fire Department: \_\_\_\_\_

Physical Examination Release to Participate Form

Recruit Name:

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Last 4 Digits of SS#:

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Sponsoring Fire Department (if applicable):

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Name of Physician (printed):

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Name of Physician (signature):

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Examination Date:

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Physician's Office Address:

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Physician's Phone: \_\_\_\_\_ Physician's Fax: \_\_\_\_\_

**This document must be signed by either a Medical Doctor or a Doctor of Osteopathy per NFPA 1582 4.4.1. The Practitioner shall consider the occupation's physical, physiological, intellectual, and psychological demands when evaluating the student's ability to perform the essential job tasks listed below. Incomplete documentation may interfere with the individuals' ability to attend training and may affect their training and employment.**

Physician Guidance: Below is a list of essential job tasks from NFPA Standard 1582, Chapter 5, and is meant to be provided to the physician to assist in evaluating a prospective firefighter to medically clear the person, in this case, to attend training. More information is available at [www.nfpa.org](http://www.nfpa.org).



Physician Guidance

Below is a list of essential job tasks from NFPA Standard 1582, Chapter 5, and is meant to be provided to the physician to assist in evaluating a prospective firefighter to medically clear the person, in this case, to attend training. More information is available at [www.nfpa.org](http://www.nfpa.org).

- ✓ Wearing a personal protective ensemble and Self-Contained Breathing Apparatus (SCBA), performing fire-fighting tasks (hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry, etc.), rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged periods.
- ✓ Wearing an SCBA, which includes a demand valve-type positive-pressure facepiece or HEPA filter mask, requires tolerating increased respiratory workloads.
- ✓ Exposure to toxic fumes, irritants, particulates, biological (infectious) and biological hazards, and heated gases, despite the use of personal protective ensembles and SCBA.

- ✓ Depending on the local jurisdiction, climbing six or more flights of stairs while wearing a fire protective ensemble weighing at least 50 lb. (22.6 kg) or more and carrying equipment/tools weighing 20 to 40 lb. (9 to 18 kg).
- ✓ Wearing an encapsulating and insulating fire protective ensemble will result in significant fluid loss, which frequently progresses to clinical dehydration and can elevate the core temperature to levels exceeding 102.2°F (39°C).
- ✓ Wearing a personal protective ensemble and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns to adults weighing over 200 lb. (90 kg) to safety despite hazardous conditions and low visibility.
- ✓ Wearing a personal protective ensemble and SCBA, advancing water-filled hose lines up to 2 ½ in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft. (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- ✓ Wearing a personal protective ensemble and SCBA, climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and other hazards.
- ✓ Unpredictable emergency requirements for prolonged periods of extreme physical exertion without the benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- ✓ Operating fire apparatus or other vehicles in emergency mode with emergency lights and sirens.
- ✓ Critical, time-sensitive, complex problem-solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, further aggravated by fatigue, flashing lights, sirens, and other distractions.
- ✓ Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under high background noise, poor visibility, and drenching from hose lines and fixed protection systems (sprinklers).
- ✓ Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or risk of injury or death to civilians or other team members.
- ✓ The candidate is up to date on all Childhood Immunizations, including but not limited to MMR (complete series), Tetanus, DTaP, Tdap, OPV/IPV, Hib, Varicella, Meningococcal, HPV, and a negative TB skin test or chest x-ray within the last six months.
- ✓ It is recommended that the candidate receive the Hepatitis A and Hepatitis B vaccines.
- ✓ Recruit candidates will provide shot records or lab reports of vaccinations upon request. Recruit Fire Academy (October 24, 2022) Page 17 of 17

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_